



KAY IVEY
GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
TAYLOR HARDIN SECURE MEDICAL FACILITY
1301 JACK WARNER PARKWAY NORTHEAST
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LYNN T. BESHEAR
COMMISSIONER

ANNIE D. JACKSON
MSW, LICSW, PIP, MPA, CPM
FACILITY DIRECTOR

AN EQUAL OPPORTUNITY EMPLOYER
ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT SYSTEM POSITION

<u>JOB TITLE:</u>	Planning and Quality Assurance Specialist IV	<u>NUMBER:</u>	17-25
<u>JOB CODE:</u>	Q4000	<u>POSITION NO:</u>	8812956
<u>SALARY RANGE:</u>	80 (\$52,663.20 - \$80,287.20)	<u>DATE:</u>	09-01-17
<u>JOB LOCATION:</u>	Taylor Hardin Secure Medical Facility 1301 Jack Warner Parkway Northeast Tuscaloosa, AL 35404		

MINIMUM QUALIFICATIONS: Master's degree in Public Health Administration, Social Work, Psychology, Nursing, or other related Human Services Field. Registered Nurses qualify with a Bachelor's degree in Nursing. Considerable progressively responsible experience (60 months or more) in area of Quality Assurance Performance Improvement.

NECESSARY SPECIAL REQUIREMENT: Possession of, or eligibility for, license or certification, if required for the particular discipline.

KIND OF WORK: This is highly responsible professional and administrative work in quality assurance in a forensic psychiatric facility. Monitors all aspects of the Program. Coordinate facility-wide, patient focused performance improvement activities so as to enhance the safety and quality care/treatment provided to forensic patients; and plans, organizes, and directs all aspects of the facility-wide program. Develop/perform/conduct ongoing PI monitoring and assessment activities (monthly, quarterly, annually) that support the safety, care and treatment of forensic patients. Identify/support opportunities for process improvement that facilities/enhance/promote safety and the quality of care provided to forensic patients. Compile/analyze/process statistical data, trends, etc., pertaining to the safety, care and treatment of forensic patients and develop designated reports for presentation to internal stakeholders (Management Team, Safety Committee, MSEC, and Governing Body) that combine statically and quality control information with an analysis of outcomes specific to the forensic population. Serves as Chairperson of the Performance Improvement Committee providing leadership to the Committee in a manner that facilitates the safety, care and treatment provided to forensic patients. Maintain appropriate performance improvement records as specified. Collect/review/interpret patient care information as assess facility compliance with federal, state, ADMH, and Joint Commission regulations and standards involving safety, care and treatment of forensic patients and recommends corrective actions to eliminate identified compliance deficiencies as indicated. Complete/maintain appropriate documents, records and reports supporting the facility's ongoing

compliance with Joint Commission. Prepare/present patient focused, performance improvement education programs and facility compliance training appropriate for the care and treatment of the forensic mentally ill. Participates in Process Action Team activities by providing timed training as needed and guiding team leaders and facilitators in the identification, assessment and improvement of facility processes. Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of quality improvement concepts and management principles. Ability to plan and organize workflow, and prioritize work activities. Ability to plan, direct, and review work of others. Knowledge of the mental health service delivery system in Alabama. Administrative ability to effectively coordinate efforts of various people and responses to achieve desired outcome. Ability to establish and maintain effective working relationships. Ability to work independently. Supervisory skills and abilities. Ability and knowledge to analyze information. Knowledge and experience in using computer and related software programs. Knowledge and experience with monitoring for compliance of The Joint Commission and Medicare Standards.

METHOD OF SELECTION: Applicants will be rated on the basis of an evaluation of their training, experience and education, and should provide adequate work history identifying experiences related to the duties and minimum qualifications as mentioned above. All relevant information is subject to verification. Drug screening required. Security Clearances will be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with clients.

HOW TO APPLY: Use an official Application for Professional Employment (Exempt Classification), which may be obtained from any Department of Mental Health or by visiting the website at www.mh.alabama.gov. Only work experience detailed on the application form will be considered. Resumes will not be accepted in lieu of an official application. Application should be returned to: **HUMAN RESOURCE MANAGEMENT, TAYLOR HARDIN SECURE MEDICAL FACILITY, 1301 JACK WARNER PARKWAY NORTHEAST, TUSCALOOSA, AL 35404.**

COPIES OF LICENSE/CERTIFICATIONS SHOULD BE FORWARDED WITH YOUR APPLICATION OR FURNISHED DURING INTERVIEW. AN OFFICIAL COPY OF ACADEMIC TRANSCRIPTS IS REQUIRED AND MUST BE FORWARDED BY THE COLLEGE OF UNIVERSITY TO THE HUMAN RESOURCE DEPARTMENT AT THE ABOVE ADDRESS. DRUG SCREENING REQUIRED. DEADLINE FOR RECEIVING APPLICATIONS: **09-15-17**